

CAL FIRE EMPLOYEES' PERSONAL PROPERTY LOSS 3855

(No.48 Jun 2013)

[Government Code Section 19849.8](#) permits state agencies to reimburse employees for the repair or replacement of damaged or lost personal property worn or used by the employee in the course of employment **provided the wearing or use of such items is job-required.**

The job necessity of an item shall be evaluated by the supervisor, and his/her recommendation for payment must be approved by the Unit's Region Chief. The same general rule applies to reimbursement for stolen personal property.

ITEMS NOT ELIGIBLE FOR REIMBURSEMENT 3855.1

(No. 16 March 2002)

Personal property brought to the work site which is **not job-required** is not eligible for reimbursement, whether or not used in the course of employment. Uniform items (shirts, pants, etc.) are reimbursed to the employee through the uniform allowance and will normally not be considered as an appropriate personal damage claim. Exceptions may be granted for stolen gear or when other losses occur that are clearly outside the scope of "normal" wear and tear. The financial value of such losses will be prorated based on the employee's uniform anniversary date. Determination of which losses meet this exception will be made by the Region Chief.

PROCEDURES FOR STOLEN PERSONAL PROPERTY 3855.2

(No.48 Jun 2013)

In the case of claims for stolen personal property, a police report must be filed either with the California Highway Patrol (CHP) (for areas within its jurisdiction) or with the local law enforcement agency. Where the CHP responds, a copy of the Report of Crime on State Property ([STD. 99](#)) must be obtained and submitted with the Personal Damage Claim, ([AO-61](#)). Any claim for a loss valued at \$500.00 or more must be approved by the Department of Personnel Administration before reimbursement is made.

ITEMS REQUIRING IMMEDIATE REPLACEMENT, PRIOR TO AO-61 APPROVAL

3855.3

(No.48 Jun 2013)

An employee may lose or damage a personal item, such as glasses or boots, without which the employee cannot perform his/her job. Under normal circumstances, an employee would submit an AO-61 if he/she believes the state is liable. However, this is not always feasible in extended fire situations. If the immediate concern is to return the employee to working status, CAL FIRE may purchase the goods for the employee, using the normal Purchasing Authority Purchase Order (STD. 65) or CAL Card process, and finalize the paperwork immediately afterwards. If this is the case, be sure to note on top of the form "Items purchased by CAL FIRE employee at on-going fire."

If all review levels accept the purchase as valid, the employee will receive an approved copy of the AO-61 and the transaction is closed. If it is subsequently determined that the item lost or damaged was not the financial responsibility of CAL FIRE, the employee will receive a written explanation of rejection of the AO-61 and be billed for the amount of the purchase.

This type of purchase may **NOT** be charged to the Emergency Fund (E-Fund). It must be charged to the employee's home unit operating budget. In addition, any subsequent reimbursement from the employee to CAL FIRE must be credited to the employee's home unit operating budget.

Personal items can only be purchased by CAL FIRE (in advance of AO-61 approval) in a fire situation, and **only when the loss of the item DIRECTLY prevents the employee from carrying out his/her assigned duties**. All other personal item replacements must follow the normal AO-61 processing with reimbursement made to the employee only after financial liability on the part of CAL FIRE has been determined.

EMPLOYEES' AND SUPERVISORS' RESPONSIBILITIES

3855.4

(No.48 Jun 2013)

Employees are responsible for immediately notifying their supervisors of any damage or loss claim against the State for their personal property. "Immediate" means as soon as the employee has reasonable cause to know the damage or loss has occurred. An

untimely notification is cause for disapproval of the claim if it results in the inability to ascertain the facts of the situation. Where items have been procured for an employee at an incident in advance of [AO-61](#) approval (per Section 3855.3 above), the employee is responsible for reimbursing CAL FIRE if the item proves subsequently not to be a legitimate state expense.

In accordance with Section 3855.2 above, the supervisor is responsible for obtaining a police report. The supervisor must also provide the employee with an AO-61 and information on how to complete the form. If an item is procured for an employee at an incident in accordance with Section 3855.3 above, the supervisor or the Finance Section Chief or his/her designee will advise the employee that reimbursement will be required if it is determined that CAL FIRE is not financially responsible for the loss or damage.

HOW TO COMPLETE AND PROCESS THE PERSONAL DAMAGE CLAIM (AO-61)

3855.5

(No.48 Jun 2013)

See [AO-61 Guide Card](#) for instructions on completing and processing the claim form.

[\(see next section\)](#)

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[\(see Forms or Forms Samples\)](#)